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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 03-051

May 7, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: Drug Testing Update

Current employees who test positive for drugs and request a retest of their urine split sample, in accordance with our policy, must pay for the cost of the test. The laboratory cost for the split sample is \$75.00 and payment should be made to One Source Toxicology by cashier's check or money order only. In order for a retest of the split sample to be ordered, the payment must be received by the Human Resources Office within 48 hours of the positive result. We will then request a retest of the employee's split sample.

Previously, in HR Memo #03-041, we stated that wage employees working a regular full-time or part-time schedule that have at least two weeks off but are not removed from the payroll should be drug tested. However, employees that serve in a WAE part-time position and work a rotating schedule with breaks over two weeks between each period worked are excluded from this rule.

If you have any questions, please contact the Human Resources Office at (225) 342-0880.

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